



AUDIT ASSOCIATE

Purpose:

To actively support and uphold the City's stated mission and values. To support the Internal Audit Office through performing a variety of professional duties assisting with internal audits of the City's departments, divisions and functions.

Supervision Received and Exercised:

Receives direction from the City Auditor.

Essential Functions:

Duties may include, but are not limited to, the following:

- Assist in the administration of the City of Tempe's Contract Management System.
- Perform a wide variety of duties assisting and supporting the Internal Audit Office including audits of departments, divisions, programs, and contracts to determine legal and financial compliance with applicable ordinances, regulations, and contractual agreements.
- Perform a variety of duties assisting and supporting the Internal Audit function including audits related to the financial and operational efficiency and effectiveness of various functions, programs, policies and procedures throughout City divisions and departments; to audit books and records of concessionaires working under agreement with the City.
- Perform a variety of duties assisting and supporting the Internal Audit function including audits of various City departments, programs, functions and systems to determine whether adequate and appropriate internal controls are in place to safeguard public resources and whether policies and procedures facilitate the City and its departments in delivering superior service and sustainable practices.
- Responsible for assisting in the administration, development, and continuous improvement of various Internal Audit operations and programs such as the employee suggestion and reporting program, continuous auditing, newsletter, and data mining.

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- Performs a wide variety of research assignments related to the Internal Audit function under the direction of the City Auditor; may attend and participate in a variety of meetings as necessary and perform related duties as assigned.

Minimum Qualifications:

Experience:

One year of increasingly responsible accounting, auditing, and/or database management experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, auditing, information technology or a degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 506

Status: Exempt / Classified